


**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS**  
**OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30**

1. REQUISITION NUMBER NLRBCLM190034			PAGE 1 OF 37		
2. CONTRACT NO. GS-07F-0005N	3. AWARD/EFFECTIVE DATE 05/01/2019	4. ORDER NUMBER 63NLRB19F0039	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE	
7. FOR SOLICITATION INFORMATION CALL: 		a. NAME		b. TELEPHONE NUMBER (No collect calls)	
8. OFFER DUE DATE/ LOCAL TIME					
9. ISSUED BY NLR Headquarters 1015 Half Street, SE Washington, DC, 20570-0001, US		CODE 63NLRB	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR: <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8 (A) NAICS: 541990 SIZE STANDARD:		
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS Net Days - 30		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING
14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP					
15. DELIVER TO See Schedule		CODE	16. ADMINISTERED BY NLR Headquarters 1015 Half Street, SE Washington, DC, 20570-0001, US		
17a. CONTRACTOR/ OFFEROR AA TEMPS 344 COMMERCE ST ALEXANDRIA, VA, 223142802, US		CODE LOC181185570	FACILITY CODE	18a. PAYMENT WILL BE MADE BY NLR IBC Location DOI - Interior Business Center, NLRB Payments MS D2737, 7301 West Mansfield Ave Denver, CO, 80235-2230, US	
TELEPHONE NO.		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE
	See Schedule				
(Use Reverse and/or Attach Additional Sheets as Necessary)					
25. ACCOUNTING AND APPROPRIATION DATA See Schedule			26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$56,166.40		
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED			<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED		
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED			<input checked="" type="checkbox"/> 29. AWARD OF CONTRACT: REF. Quote OFFER DATED 03/15/2019 YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:		
30a. SIGNATURE OF OFFEROR/CONTRACTOR			31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) Digitally signed by DELFINA ST CLAIR Date: 2019.04.30 11:15:02 -04'00'		
30b. NAME AND TITLE OF SIGNER (Type or print)			31b. NAME OF CONTRACTING OFFICER (Type or print) St. Clair, Delfina D		
30c. DATE SIGNED			04/30/2019		

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	See Schedule				

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NO.	39. S/R VOUCHER NUMBER	40. PAID BY
---------------------	------------------------	-------------

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (Print)
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	42b. RECEIVED AT (Location)
41c. DATE	42c. DATE REC'D (YY/MM/DD)
	42d. TOTAL CONTAINERS

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## 1. Listing of Incorporated Purchase Requisitions

**Incorporated Purchase Requisition Numbers:**

NLRBCLM190034

## 2. Supplies or Services and Prices/Costs

Item Number	Base Item Number	Supplies/Services	Quantity	Unit
0001		BASE: Provide Legal Support Services for Agency Rulemaking in accordance with the Statement of Work. (NTE 160 Hours/Month without prior approval)	Proprietary information	EA
Contract Type: Firm Fixed Price				
			Unit Price	Proprietary information
			Extended Price	\$56,166.40
	Description:			
Purchase Requisitions		NLRBCLM190034		
Referenced IDV Line				
			ACRN	
			Funded Amount	\$56,166.40

IDC Type:

Not Applicable

**FSC Codes:**

R499 SUPPORT- PROFESSIONAL: OTHER

NAICS Code:

541990 All Other Professional, Scientific, and Technical S.

Item Number	Base Item Number	Supplies/Services	Quantity	Unit
0002	0001	OPTION: Provide Legal Support Services for Agency Rulemaking in accordance with the Statement of Work. (NTE 160 Hours/Month without prior approval)	Proprietary information	EA
Contract Type: Firm Fixed Price				
			Unit Price	Proprietary information

		Extended Price	\$84,249.60
	Description:		
Purchase Requisitions			
Referenced IDV Line			
		ACRN	
		Funded Amount	\$0.00

Option: 1  
 Option Time Date: 9/1/19  
 Option Time Duration: 181  
 Option Time Units: Days  
 IDC Type: Not Applicable  
 FSC Codes: R499 SUPPORT- PROFESSIONAL: OTHER  
 NAICS Code: 541990 All Other Professional, Scientific, and Technical S.

### 3. Packaging and Marking

None

### 4. Inspection and Acceptance Terms

None

### 5. Delivery or Performance

Line Item: 0001

Period Of Performance Start Date	Period Of Performance End Date	Period Of Performance Address
5/1/19	8/31/19	NLR Location National Labor Relations Board 1015 Half Street, SE Washington DC US 20570-0001

Line Item: 0002

Period Of Performance Start Date	Period Of Performance End Date	Period Of Performance Address
9/1/19	2/29/20	NLR Location National Labor Relations Board 1015 Half Street, SE Washington DC US 20570-0001

## 6. Contract Administration Data

Total Obligated Amount:\$56,166.40

The Obligated Amount is broken down by line of accounting as follows:

Contract ACRN:	LOA:2019 0100A1919D 10 NA 1001 251005 999996 9999 003 110 NA NA
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Amount:\$56,166.40
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Clin 0001:\$56,166.40
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### Requesting Office Address

NLR Headquarters  
1015 Half Street, SE  
Washington DC 20570-0001  
Phone: 202-273-1000  
Contact Details:

Fax:

### Property Administration Office Address

NLR Headquarters  
1015 Half Street, SE  
Washington DC 20570-0001  
Phone: 202-273-1000  
Contact Details:

Fax:

### COTR Office Address

NLR Headquarters  
1015 Half Street, SE  
Washington DC 20570-0001  
Phone: 202-273-1000  
Contact Details:

Fax:

### Issuing Office Address

NLR Headquarters  
1015 Half Street, SE  
Washington DC 20570-0001  
Phone: 202-273-1000  
Contact Details:

Fax:

### Submit Invoices To Address

NLR IBC Location  
DOI - Interior Business Center  
NLRB Payments - MS D2737, 7301 West Mansfield Ave  
Denver CO 80235-2230  
Phone:  
Contact Details:

Fax:

<b>Administration Office Address</b>	
NLR Headquarters 1015 Half Street, SE Washington DC 20570-0001 Phone: 202-273-1000 Contact Details: St. Clair, Delfina D delfina.st.clair@nrlb.gov	Fax:

<b>Remit To Office Address</b>	
NLR IBC Location DOI - Interior Business Center NLRB Payments - MS D2737, 7301 West Mansfield Ave Denver CO 80235-2230 Phone: Contact Details:	Fax:

## 7. List of Documents, Exhibits, and other Attachments

### File Attachments:

Title	Description	File Name	Entity	Reference
Ardelle Pricing Worksheet	Ardelle Pricing Worksheet	A37 ARDELLE Pricing Worksheet.15520612003 46.Pricing.xls	Header	
Ardelle Pricing Quote	Ardelle Pricing Quote	A37 ARDELLE Pricing.LegalSupport.RF Q1353736.Ardelle.pdf	Header	
Ardelle Technical Quote	Ardelle Technical Quote	A37 ALLPRO Technical Response.pdf	Header	
RFQ Clarifications	RFQ Clarifications	A17 Clarifications.pdf	Header	
Statement of Work	Statement of Work	B01 1449 Statement of Work - Legal Support Services for Rulemaking.pdf	Header	

## 8. Contract Clauses

Clauses incorporated by reference

None

Clauses incorporated by full text

None

## STATEMENT OF WORK

### 1. TITLE – Legal Support Services for Agency Rulemaking

2. **GENERAL** – In December 2017, the National Labor Relations Board (“NLRB” or “Agency”) published a Request for Information regarding rulemaking as to its representation procedures, and in September 2018 the Agency published a Notice of Proposed Rulemaking as to its joint-employer standard. The Agency is considering engaging in additional rulemaking on labor law matters. Thousands of comments have been filed by the public in response to the Request for Information and the Notice of Proposed Rulemaking. In accordance with the Administrative Procedures Act, the Agency must now undertake a review of the public comments submitted in response to its recent rulemaking actions and would need to conduct similar reviews of comments collected in response to future rulemaking. Legal support services are needed to assist with the posting, review and categorization of the comments received, as well as with summarizing of the comments.

3. **OBJECTIVE** – The overall objective of this Task Order is for the contractor to provide legal staff to assist with the review of comments received in response to Agency rulemaking. The review will include categorization of the nature of each comment, posting of the comments, and summarizing of the comments received.

### 4. SPECIFIC TASKS – The tasks involved in the Task Order may include:

- a) Review of comments submitted. Review of the comments submitted in response to the rulemaking will include conducting initial reviews of comments and posting of the comments online, as well as assigning pre-determined categories to each comment. A single comment may have more than one category assigned to it depending on the issues, arguments or examples set forth in the comment.
- b) Summarization of comments submitted. Legal staff may be asked to summarize the content of comments received in a particular pre-determined category.

5. **REPORTING REQUIREMENTS** – The Contractor shall document the efforts performed in the completion of each task in a detailed monthly status report due on or before the 15<sup>th</sup> calendar day of each month, and with interim status reports, as required; the status reports will include at a minimum:

- a) The Monthly Report shall address completed tasks, ongoing work, future requirements, and a discussion of activities that map back to the tasks including a summary of briefings/meetings and accomplishments during the reporting period, including:
  - 1) Milestones achieved;
  - 2) Anticipated activity for the next reporting period; and
  - 3) Problems encountered or anticipated.
- b) If necessary, a quarterly review shall be conducted between the Contractor, COR and Contracting Officer. The meeting shall be held at the Government program office location, or as otherwise designated by the program office. At the meeting, tasks allocated to the Contractor shall be reviewed along with progress towards their completion. Any potential problems that may adversely impact successful completion of the tasks, overall Task Order costs and schedules will be identified along with the necessary mitigation actions.

### 6. QUALIFICATION REQUIREMENTS –

#### a) Law Clerk I

- 1) Responsibilities/Duties: Works under the direction of the Project Supervisor. Performs complex legal review of comments submitted in rulemaking. Identifies issues and legal arguments made in comments and assigns all appropriate categories to each comment. Assists in preparing summaries of comments as required. Assists with posting of comments online as needed.
- 2) Qualifications: Law degree, or currently attending an ABA-accredited law school, having completed at least one year of study. Requires sound working knowledge of federal and state court systems, legal research procedures, legal research resources and legal issue identification and analysis. Requires excellent written and oral communication skills. Must have hands-on familiarity with a variety of computer applications, including word processing, databases (such as document review and file management

systems), excel spreadsheets, and imaging. Ability to consistently deliver high quality work under pressure will be very important.

b) **Paralegal**

- 1) **Responsibilities/Duties:** Works under the direction of the Project Supervisor. Performs legal review of comments submitted in rulemaking. Identifies issues and legal arguments made in comments and assigns all appropriate categories to each comment. Assists in preparing summaries of comments as required. Assists with posting of comments online as needed.
- 2) **Qualifications:** Requires paralegal certificate. An equivalent level of legal training may be substituted with the approval of the COR. At least one year of paralegal experience required. Automated litigation support experience valued. Must have basic legal knowledge, including ability to identify legal issues. Requires excellent written and oral communication skills, thorough knowledge and hands-on familiarity with a variety of computer applications, including word processing, databases (such as document review and file management systems), excel spreadsheets, imaging, and hardware systems. Role also requires basic familiarity with e-discovery procedures and resources. Ability to consistently deliver high quality work under pressure will be very important.

**7. PLACE AND PERIOD OF PERFORMANCE, WORK DAYS, AND TRAVEL –**

- a) **Place of Performance.** NLRB Headquarters, 1015 Half Street, SE, Washington D.C. 20570
- b) **Period of Performance:** Time of award through four months with option to extend up to an additional six months.

**8. RESTRICTIONS & SPECIAL REQUIREMENTS – None**

**9. POINTS OF CONTACT –**

**Technical Representative:**

Name: Christine Lucy, Chief of Staff

Agency: National Labor Relations Board

Street Address: 1015 Half Street S.E.

City, State and Zip code (9 digit): Washington, DC 20570-0001

E-Mail: [Christine.Lucy@nrlb.gov](mailto:Christine.Lucy@nrlb.gov)

Phone: 202-273-3914

**Contracting Officer:**

Name: Delfina St Clair, Contracting Officer

Agency: National Labor Relations Board

Street Address: 1015 Half Street S.E.

City, State and Zip code (9 digit): Washington, DC 20570-0001

E-Mail: [Delfina.st.clair@nrlb.gov](mailto:Delfina.st.clair@nrlb.gov)

Phone: 202-273-4212

**10. PROJECT MATERIALS & GOVERNMENT FURNISHED EQUIPMENT (GFE).**

The individuals will be provided with a computer and appropriate workspace.

with 18 U.S.C. 1028.

Identification shall be displayed above the waist and in plain view at all times within NLRB facilities and property. Loss of identification or access control media must be reported immediately to the CO/COR or security authority.

The Contractor shall ensure each Contractor employee accesses only those areas, rooms, facilities, information systems, assets, and information for which they are specifically approved. This includes ensuring access control media and system user account privileges do not exceed the authorized accesses.

#### ***Termination of Access***

The Contractor shall establish a process which ensures notification to officials identified by the CO, such as the COR and/or security activity, and disabling of facility and information system accesses, immediately upon determination that a Contractor employee no longer requires access to NLRB information, information systems, assets and/or facilities. When it is determined a Contractor employee will have temporary absence exceeding 30 days, all physical accesses and system user accounts shall be disabled during the period of absence. When it is determined a Contractor employee no longer requires access, all identification and access media and all materials and equipment in possession of or charged to the employee shall be returned immediately upon termination of access.

#### ***Inspection on Entry/Exit and Prohibited Items***

All persons and vehicles entering and existing NLRB property are subject to search. Specific search criteria are established uniquely for each facility and will be identified to the Contractor separately.

Unless specifically required in the performance of this Contract, permitted by the Chief Security Officer or Bureau Head, or otherwise permitted by law, the following items and materials are prohibited on or within facilities and property owned, controlled or operated on behalf of NLRB:

- a) Illegal drugs, paraphernalia, alcohol, and contraband
- b) Firearms, ammunition and other weapons
- c) Explosive materials and incendiary devices
- d) Tear gas, chemical agents, hazardous substances (Mace and other personal protection devices must be specifically approved by the local security authority)
- e) Pornographic, offensive and other materials inappropriate for the workplace
- f) Privately owned cameras and electronic equipment, including computers, radios, electronic recording and/or transmission devices.

Exceptions to the above will be specifically identified by the CO/COR/PMO separately. See also Information Systems below.

#### ***Information Systems***

##### ***Use of Government provided information system***

Contractors shall access only those information systems specifically identified by the CO/COR. Those Contractor employees authorized to use Government owned/controlled information systems shall, prior to first use and periodically thereafter, receive a security briefing on proper security procedures and permitted and prohibited uses. Security awareness training shall be in accordance with Office of Chief Information Officer security policies and will include: policies concerning personal and internet use; virus protection; user accounts; modification of software and hardware; and rules of behavior for the system.

Except as otherwise required, Contractor personnel are prohibited from accessing, copying, manipulating, deleting, or otherwise affecting information or data processed or stored by NLRB information systems.

##### ***Use of Contractor provided information systems***

Unless specifically authorized by the local responsible security office, Contractor owned, and privately-owned electronic equipment are prohibited within NLRB facilities. This includes all computers, computer equipment and accessories, storage media, software, communications equipment (i.e. cell phones), and all devices with recording and/or transmission capability. Recording capability includes but is not limited to capturing any form of image, sound, or electronic signal.

Contractor and privately-owned equipment, including computers, storage media, portable storage devices, and all electronic devices, shall not be connected in any manner to any NLRB owned or controlled information system, without specific approval of the CO.

Contractor owned information systems must be approved by the CO prior to introducing or otherwise processing NLRB information. The requirements for protecting information or information systems will be identified separately by the COR. Contractor owned information systems used to process classified information shall be in accordance with the National Industrial Security Program Operating Manual (NISPOM).

### **Personnel Security**

Executive Order 10450, Security Requirements for Government Employment, requires that a background investigation be conducted on all personnel working for the government. All contractors will be required to undergo a background investigation commensurate with the position sensitivity of the job they are asked to perform for the NLRB. The applicant will have to complete forms via Electronic Questionnaires for Investigations Processing (e-QIP) Gateway within 5 days of receiving instructions from the specialist. The standards for these suitability determinations can be found in CFR 5 731.201. The instructions will also provide directions on how the contractor will undergo Homeland Security Presidential Directive -12 identification protocols for receipt of government contractor identification upon clearance. The Contractor shall comply with the NLRB's Personnel Identity Verification Processes (PIV), that implements HSPD-12, Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standard (FIPS) 201. All positions at NLRB must meet minimum investigative requirements outlined in HSPD-12, which requires all government, contractor, and consultants to have a National agency Check with Written Inquires (NACI). All on site contractors must adhere to the personnel security procedures prior to beginning work with the NLRB.

### **CLAUSES INCORPORATED BY REFERENCE**

FAR 52.204-9 Personal Identity Verification of Contractor Personnel (Jan 2011)

### **CLAUSES INCORPRATED BY FULL TEXT**

FAR 52.217-8 Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor at any time.

(End of Clause)

FAR 52.217-9, Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 15 days prior to contract expiration; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 10 Months \_\_\_\_\_ (months) (years).

(End of clause)

#### Contract Administration Data

(a) All contract administration must be effected by the Contracting Officer except as delegated to the Contracting Officer's Representative (COR). In no event will any modification, change order or other matter in deviation from the terms of scope of this contract be effective or binding unless formalized by proper contractual documents by the Contracting Officer.

(b) In the event the Contractor makes any changes to the terms or scope of this contract at the direction of any person other than Contracting Officer, the change will be considered to have been made without proper authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof.

(End of clause)

#### Contracting Officer's Representative (COR)

(a) Contracting Officer's Representative (COR), for the contract resulting from this solicitation will be designated at time of award.

(b) The COR is responsible, as applicable, for receiving all deliverables, inspecting and accepting the services provided hereunder in accordance with the terms and conditions of this contract; providing direction to the Contractor which clarifies the contract effort; fills in details or otherwise serves to accomplish the contractual Statement of Work; evaluating performance; and certifying all invoices/vouchers are acceptance of the services furnished for payment.

(c) The COR does not have the authority to alter the Contractor's obligations under the contract, and/or modify any of the expressed terms, conditions, specifications, or cost of the agreement. If as a result of technical discussion, it is desirable to alter/change contractual obligations or the Statement of Work, the Contracting Officer shall issue such changes.

(End of clause)

**National Labor Relations Board**  
**RFQ 1353736**  
**Legal Support Services for Agency Rulemaking**

1. Is there currently an incumbent company, who has a similar contract performing these services? **No, this is a new requirement.**
2. If so - can you please provide incumbent contract number, dollar value and period of performance? **N/A**
3. Are you satisfied with incumbent performance? **N/A**
4. If there is a contract in place, can you please provide the person name and contact detail of the individual who is actually performing these services? **N/A**
5. Is this contract covered by the EO 13706? **No.**
6. Is this position covered by the DOL SCA? If so, what occupation code is preferred to be utilized for this requirement? **No, this is a nonpersonal services contract.**
7. Is this full time position or part time? **This will be a full time position.**
8. The first POP is listed as 4 months, 3/26 – 7/25. During this time frame, there are 86 working days per person.  $86 \text{ days} \times 8 \text{ hours per day} = 688 \text{ hours per person}$ ,  $\times 2 \text{ people} = 1376 \text{ hours}$  during the 4 month POP, instead of the 1280 total hours the NLRB is requesting. This occurs because not every month has 160 hours. Similarly, if the 6 month option is executed (7/26/19 – 1/25/20), there are 124 workable days  $\times 8 \text{ hours per day} = 992 \times \text{people} = 1984$ . This too leads to a shortfall in the requested hours ( $320 \times 6 \text{ months} = 1920 \text{ hours}$ ). Please revise the request, or indicate to industry if resources will not be working past 160 hours each per month. **Award will be awarded as "Not to Exceed 160 hours/month".**

**National Labor Relations Board**

**Legal Support Service for Agency Rulemaking**  
**Volume I Technical**  
**March 15<sup>th</sup>, 2019**

**Request for Quote**

**Attn: Delfina St Clair**

**Delfina.st.clar@nlrb.gov**

**By:**

**Ardelle Associates, Inc.**

**Art Forcey, Vice President**

**aforcey@ardelle.com**

**7002N Little River Turnpike**

**Annandale, VA. 22003**

**DUNS: 18-118-5570**

**Verified Veteran-Owned Small Business**

**Cage Code: 1CUX3**

**Ardelle acknowledges all amendments and clarifications**

**Ardelle agrees with all terms, conditions, and provisions included in solicitation**



<b>A. Technical Approach.....</b>	<b>2</b>
<b>Executive Summary .....</b>	<b>2</b>
<b><i>A.1. Federal Services Experience.....</i></b>	<b><i>3</i></b>
<b><i>A.2 Management .....</i></b>	<b><i>4</i></b>
<b><i>A.3 Staffing .....</i></b>	<b><i>5</i></b>
<b><i>A.4 Key Personnel and Resumes .....</i></b>	<b><i>9</i></b>
<b>B. – Past Performance .....</b>	<b>15</b>
<b><i>B.1 Department of Interior/OSOL/ITLO .....</i></b>	<b><i>16</i></b>
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<b><i>B.3 Department of Justice (DOJ)/Criminal Division .....</i></b>	<b><i>18</i></b>

## A. Technical Approach

### Executive Summary

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Established in 1980 as a veteran-owned business, Ardelle Associates Inc. (Ardelle) is a verified small veteran-owned company that provides legal and litigation services. We are experienced in legal analysis and research, FOIA support, and litigation support. In the last three years, Ardelle has hired over 89 attorneys and paralegals to support the federal government in Washington DC. Our recruiters are experts in recruiting, screening, interviewing, and hiring attorneys and paralegals in both large cities and remote locations. Over the last 30 years with the use of 2 GSA schedules, the recruiting team has developed an extensive network of contacts throughout the United States that allows us to respond to task orders within 24 to 72 hours. Ardelle has supported contracts in over 20 states including Washington DC. These contracts include legal and professional support of the same nature and scope as described in this Request for Quote (RFQ).

We are:

- **Process Driven:** We believe in process design and continuous improvement, and we practice it every day in the development and delivery of services to our customers;
- **People Centric:** People are the core of what we do and who we are, and we work hard to develop and retain our staff knowing that continuity enhances quality; the result is one of the **highest retention rates in our industry**;
- **Customer Focused:** Nothing makes us happier, nor is anything more important, than the satisfaction of our customers and we work hard every day to develop management and communication practices to assure we attain our goals.

### Ardelle Associates Strengths – We Offer the Best Value!

Ardelle's core values, like those of the NLRB, are built on traditions of excellence to meet the challenges of the future by providing the best possible service to our clients and staff. Our key strengths include:

**Ardelle's People:** We value and support an inclusive, engaged, and diverse workforce capable of providing world-class performance and continuous improvement. Ardelle's legal clerks have juris doctorates and have passed a state bar and our paralegals are certified.

### Highly Experienced Team:

1. **Experienced Providing Litigation Support:** Ardelle has been delivering litigation and legal research support personnel for over 30 years. In the past three (3) years, we have successfully worked with 15 different Federal Agencies, employed over 89 personnel (**legal labor categories as required under this solicitation**) in over 20 states and Washington DC. We experienced with all 9 FOIA exemptions, legal research methods, and document review and have demonstrated ability to handle large volumes of responsive documents and process them on an acceptable timeline.
  - **Experienced Staffing:** Ardelle is proficient in identifying, screening, recruiting, hiring, and retaining legal personnel in Washington DC and nationally. We have a

track record of staffing on all scope of work required labor categories, have a proven recruiting methodology, the ability to recruit “outside the box”, a recruiting manager with over fifteen (15) years’ experience - supported by a strong recruiting team.

- **Bench of Legal Personnel:** Ardelle has identified a bench of 10-15 legal clerks and 10-15 paralegals ready to support/back support National Labor Relations Board (NLRB). We have identified current personnel able to undergo the rigorous clearance process for the Federal Government. This greatly shortens the waiting period for contractors to attain a badge and begin work, an actively managed database of over 500 screened legal support personnel, of which a large portion reside in the Washington DC area.
- **Top Secret Facility Clearance:**  
Ardelle understands what it takes to recruit and retain personnel that require MBIs. Sponsored by the Department of Justice, Ardelle is the process of obtaining top secret facility clearance.
- **Intense Customer Focus and Commitment:** Dedicated to excellence, service, and support, we recognize that strong client relationships are not built overnight. They require ongoing commitment to a level of customer service that far exceeds the terms of any contract. Over 75% of our work comes from existing clients. **Again, nothing is more important than the satisfaction of our customers.** We work hard every day to develop management and communication practices to assure we attain our goals.

#### **A.1. Federal Services Experience**

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Ardelle understands the essential importance of legal and litigation support in the Federal Government. For over 30 years, we have provided support services through our attorneys and paralegals, helping Federal agencies maintain their operations.

Below are 6 examples which Ardelle has provided litigation and legal support to the federal government

1. **Department of the Interior (DOI):** Ardelle provided litigation and FOIA support to the Department of Interior in the largest class-action suit ever filed by Native Americans against the federal government. We processed large volumes of relevant documents in a timely. Deployed to Washington DC, Albuquerque, NM, and Kansas City, MO, Ardelle’s attorneys and paralegals recorded repositories to assist reviewing documents to be produced for discovery requests. The key objectives are (1) sort and inventory records either in paper or electronic form, (2) review each document for privileged, confidential or otherwise protected information, (3) identify each part of every document that falls within relevant privilege and/or protection and (4) safeguard records and completed review information.
2. **Department of Justice US Attorney’s Office – Newark, NJ:** Ardelle provides knowledgeable and experienced paralegal support, to provide technical and analytical assistance involving Litigation Support and two or more other IT specialty areas which support the information management needs of the United States Attorney's office.
3. **Department of Justice/United States Attorney’s Office Western District of Kentucky:** Ardelle’s primary function is to support the fact witness management process

by completing and processing travel vouchers; arranging for witness travel and lodging; working directly with witnesses to ensure appearance for court, pre-trial conferences, and grand jury; and coordinating with other agencies as required, among other duties. Additionally Ardelle is to reduce the delay in witness payments and enable Victim-Witness personnel to increase the quality and quantity of direct services.

4. **Federal Trade Commission (FTC):** Ardelle provided litigation support to FTC by reviewing, analyzing, public comments regarding the preliminary proposal of the Interagency Working Group on Food Marketing to Children. This included including preparing exhibits, exhibit list, and fact and expert witnesses. We assisted with filing of briefs and motion and were responsible for review and analysis of documents; summary of documents and deposition transcripts; and identification of key documents to assist counsel with burden of proof.
5. **Federal Housing Finance Agency (FHFA):** Ardelle provided FHFA discovery and litigation trial support for the case against the Fannie Mae and Freddie Mac officers. With the use of electronic data retrieval systems and databases (WINSTAR) to support discovery materials, Ardelle supported the federal government in appeals of litigation.
6. **United States Department of Agriculture (USDA):** Ardelle provides USDA/FSIS/ECIMS with contract attorney support to assist with FOIA backlog by processing FOIA requests and FOIA appeals. The backlog must be reduced in order to reduce the possibility of additional lawsuits demanding production of overdue responsive documents.

## **A.2 Management**

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Our Program Team is organized based on a well-tested, customer-focused management structure to support the NLRB. The success of this customer-focused management structure will be further enhanced by utilizing a corporate executive steering committee.

### **Project Manager**

The heart of Ardelle's project organization will be our proposed Project Manager (PM), PII PII is our fully empowered Ardelle single point-of-contact with direct responsibility and authority within our streamlined management structure for the overall and day-to-day project operation and success. He will ensure adequate oversight and all work is accurate, timely, and complete.

### **Methodology for Resolution of Issues and Poor Performance**

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Ardelle strives for stability and quality, which means that we take every step to achieve 100% performance on this contract. The fact of the matter is that issues will occur and it's how we respond to them that matters. When an issue does occur, we will address it quickly as we have done on other contracts similar as this contract.

<b>Table 1 – Plan to Ensure Problem Resolution – High Level Summary</b>
<ul style="list-style-type: none"><li>• Minimize potential issues.</li><li>• Identify possible problem areas and determine resolution approaches before they occur.</li></ul>

- Identify that a problem exists.
- Identify the desirable end-state or outcome.
- Define alternative methods to achieve the desired outcome.
- Select the approach.
- Define the requirements and specifications by which to implement the approach.
- Implement the solution.
- Measure the success of the result or outcome.
- Close with the client and customer.
- Complete full documentation of the event, resolution, and record lessons learned.
- Review problem and resolution in weekly meeting with entire team.
- Document Lessons Learned and initiate re-training as required.

### **A.3 Staffing**

The success of any organization depends on the quality and knowledge of its people. With over 30 years' experience in recruiting and retaining legal professionals nationally, Ardelle recruits and employs only the highest quality people. Ardelle has provided litigation and legal support in over 20 states, including Washington DC.

Ardelle has a wealth of experience in recruiting paralegals and attorneys for both long term and short term jobs. Because providing litigation and legal services is a core competency of Ardelle, we are able to attract top candidates for short term assignments to provide discovery and litigation support). We simply move our staff to similar jobs supporting other agencies as contracts end. This allows us ensure we are utilizing proven top talent, all the while, providing continual employment to our employees. Our highly effective processes, summarized below, result in retention rates that are above the average among Federal Government contractors.

Our staffing methodology was designed/refined to have the ability to quickly "ramp-up and ramp-down" and has been proven on multiple current and past government contracts to perform consistently. We have an internal mandated contractual goal of responding to customer requirements and **providing the expertise required within 48-72 hours**. In order to achieve this objective, Ardelle utilizes selected resources to identify and recruit candidates; this includes the recruiting tools shown below:

#### **Personnel Bench**

**Because Ardelle has many on-going document review and litigation support projects in Washington DC, we typically has a bench of 10-15 law clerks and 10-15 paralegals with various levels of active clearances ready to support our clients**

Below we describe our proactive recruiting process.

#### **Define Requirements**

Ardelle ensures we are vetting candidates that have the knowledge and capability to review and process legal arguments and assign all appropriate categories to each comment. All our Law Clerks will have a juris doctorate and most have been admitted to a state bar. Ardelle's paralegals are certified and have over 1 year of paralegal experience.

## Identify Candidates

Once the project and requirements are defined, the recruiting manager assigns the “job” to the recruiter(s). The 1<sup>st</sup> step is to look for referrals and provide monetary incentives for such referrals. Twenty percent of our jobs are filled this way. We query our Project Managers, other Recruiting Managers and Recruiters, and personnel who have recently completed an assignment and may be available. We also begin a search of our own proprietary data base (about 500 legal candidates of all categories). There are informal resources such as Project Managers who track government employees who retire and may be available—a typically dependable and well-experienced resource. We also use direct recruiting resources such as on-line job boards (Monster and CareerBuilder) and off-line media (newspapers and journals).

### *Ardelle Typical Recruiting Tools*

<i>TOOL</i>	<i>BRIEF DESCRIPTION</i>
Direct Sourcing and Recruiting	<ul style="list-style-type: none"> <li>▪ Ardelle has four (4) on-staff recruiters</li> <li>▪ Personal contacts and referrals</li> <li>▪ Off-line media: Newspapers, Journals, etc.</li> <li>▪ Online media: Subscription-based recruiting websites; professional networking sites</li> <li>▪ Local placement boards</li> <li>▪ Community placement boards</li> </ul>
Employee Database	Ardelle maintains a database of candidates that have already been screened and applied for jobs in the past. The database currently has 5,000 legal candidates and is a typical starting point for candidate search.
Networking	Our team and its members sponsor and participate in many business events. We regularly participate in career-networking events, job fairs, conferences and trade shows. In addition, the team has exhibited and has spoken at the e-Recruiting and Staffing conferences.
Membership in Local Organizations	Ardelle is members to a number of organizations giving us access to candidates: <ul style="list-style-type: none"> <li>▪ StaffingCEOs – Membership includes Staffing firms across the country –</li> <li>▪ SHRM [Society for Human Resource Management]</li> <li>▪ HR Leadership Forum [www.hrleadershipforum.org]</li> <li>▪ ASA [American Staffing Association]</li> </ul>
Referrals	<b>We receive more than 30 percent of our new employees through referrals</b>

## Screen and Verify

To ensure all our employees will be eligible to work on your projects, we use the following screening process:

- All Ardelle employees must be US citizens or eligible to work, as appropriate for the position
- Ardelle employees must not have been convicted of a felony
- Verify education and certifications
- Ardelle checks at least two references from past performance (typically supervisors)

## Mitigating and Resolving Performance Problems

Ardelle's proactive approach to performance management emphasizes avoiding problems before they occur. For this reason, we will rely on our preventive and corrective action processes to identify and resolve problems in the administration this project. Through daily, weekly and monthly reports, our Project Management Team will monitor every aspect of the litigation and administrative support project to ensure we accomplish the the NLRB objectives. This process will include proactive identification of issues needing correction or improvement. When we discover an opportunity to improve, we will initiate a Preventive Action Report (PAR), chartering a team to champion the effort and proactively implement changes to prevent a non-conformance. In rare situations involving a non-conformance, we will require a Corrective Action Report (CAR) to immediately identify the root cause and implement corrective actions to get us back to optimal performance levels. Our Project Management Team will regularly meet with the NLRB to uncover any repeat performance issues and launch improvement initiatives to eliminate a recurrence.

In the event Ardelle identifies a performance problem, we will notify the Contracting Officer and appropriate agency managers to make them aware of the situation so there are no surprises and that any necessary corrective actions are agreed to by all parties concerned. Most unsatisfactory performance can be traced to inattention to detail, lack of clear understanding of requirements or accepted standard procedures or practices. Problems are proactively avoided by ensuring all staff understands the basic tenets of our quality through measured performance.

### *Proactive Identification of Problems*

Ardelle manages performance to proactively track problems from identification to resolution. Our Quality Control and Assurance Plan is our formal method for proactively identifying problems. In our Quality Control and Assurance Plan, we use of Trend Analysis processes as an early indicator for problems. Planning to manage potential major difficulties and problem areas is yet another essential element of Ardelle's proactive management approach. Exhibit Proactive Problem Identification presents select anticipated areas (as an example) where difficulties or problems could reasonably be expected. Some are based on previous experience and others from participating in drafting continuity of operations plans. By pre-identifying these scenarios, Ardelle can move quickly down the problem-solving sequence to rectify the problem before it actually has impact on operations. The below **Table 2.** displays a list of possible problems and resolutions.

**Table 2. Proactive Resolution**

Anticipated Problem Area	Resolution
Eliminating backlog and Unexpected workload	Ensure personnel our performing in accordance with scope of work. Backfill from bench of professional personnel Expedite recruitment Use of temporary, qualified staff Accelerated training
Changes procedures	Hold frequent dialogue with the NLRB officials to anticipate

Anticipated Problem Area	Resolution
	requirements Use resources of entire team Dedicated trainer On-line training system for real time updates
Unacceptable employee performance	Provide one-on-one training in poor performance areas Provide individual counseling Develop Corrective Action Plan Monitor results of actions taken Effect an orderly replacement if improvement does not occur

#### A.4 Key Personnel and Resumes

Ardelle is pleased to present the resumes of PII to provide legal clerk I services and PII to provide paralegal support to NLRB. Both legal clerk I personnel have a Juris Doctor and are members of the DC Bar. Our certified paralegal has 2.5 years' experience working as paralegal. **None of these personnel are currently working for Ardelle, but have been screened, added to our legal employment database, and available to support NLRB.** It is also important to note, Ardelle's legal clerks can be slotted as paralegals if it benefits the government.

Name	Title	Education	Experience/Qualifications	Clearance
PII	Legal Clerk I	Juris Doctorate, George Washington University  Active member of DC and Virginia Bar.  Certified FOIA Professional	7 years' experience document review and discovery, and working knowledge of court systems.  Excellent communicates skills.  Proficient with Microsoft  As a certified FOIA and document review professional, PII is proficient reviewing information and classifying or assigning based on rules or exemptions.	Active Public Trust
PII	Legal Clerk I	Juris Doctorate, Indiana University  Active member of DC.	2 years' experience working as a legal clerk and working knowledge of court systems.  Excellent communicates skills.  Proficient with Microsoft  Working as a project attorney, PII is proficient reviewing information and classifying or assigning based on rules or exemptions.	No Clearance.  Member of Bar which requires background check.
PII	Paralegal	B.A. Paralegal Studies and Paralegal Certificate	2.5 years working as paralegal/legal assistant with the Department of Justice (Civil & Anti-Trust). Proficient with Relativity 8 and 9, PACER (Public Access to Court Electronic Records), Adobe Pro 11, Legal Server, CaseFile Express, Courtlink, Caseview,	Active Public Trust sponsored by DOJ. Possessed top secret

## Legal Analysis • Compliance • Privacy

### CONTACT

PII

PII

### EDUCATION

Juris Doctorate

**George Washington University**

Bachelor of Arts; Communication

**University of Southern California**

Annenberg School of  
Communication

### CONTINUED

### EDUCATION

Certificate:

Privacy Act and Freedom of  
Information Act

**Graduate School USA, 2018**

Filing and Litigating FOIA Requests  
**DC Bar (CLE), 2018**

### LICENCES

District of Columbia Bar  
Virginia Bar

### CERTIFICATIONS

- Certified Information Privacy Professional (CIPP/US)
- Associate Project Management

### COMPUTER SKILLS

Microsoft Office Suite

Relativity

Ringtail



### PROFILE

Attorney with unique privacy, compliance and eDiscovery experience and a proven ability to research, interpret and apply federal laws and regulations to data and information.

### EXPERIENCE

#### eDiscovery Attorney

**Associated Litigation Support Agencies\*:**

*Epiq, 2011 -2013; KLDISCOVERY, 2013 -2015; Advanced Discovery, 2015 – 2018*

Law Counsel Solutions | Washington, DC | 2018 – Present

**Overview:** Analyze documents related to civil matters for referenced law firms\*, in accordance to predetermined litigation and investigation protocols.

Perform legal analysis in relation to civil matters (i.e.: pharmaceutical, healthcare, government investigations) utilizing a web based platform;

- Evaluate information to identify and protect personally identifiable information (PII), personal healthcare information (PHI) and confidential data subject to production;
- Conduct quality assurance prior to release of records to ensure that assigned legal designations are consistent with the law and legal objectives;
- Apply redactions to non-discoverable information, subject to legal exceptions;

#### eDiscovery Attorney/Project Lead

LeClair Ryan | Richmond, VA | 2005 -2012

**Overview:** Analyzed corporate records that included, New Drug Applications, Amended New Drug Applications (ANDA), and clinical trials in relation to class action.

- Evaluated corporate records related to civil matters against a defined set of business guidelines and laws using various web-based review platforms;
- Interviewed corporate records custodians to ensure compliance with document hold notice and assessed the nature of documents related to hold notice;
- Evaluated information to identify and protect personally identifiable information (PII) and personal healthcare information (PHI) that is not subject to production;
- Performed quality control measures to ensure accuracy of legal designations;

#### Sr. Manager, Compliance (Privacy)

Capital One | Richmond, VA | 2001 – 2005

**Overview:** Developed policy and procedures to facilitate compliance with federal and state laws pertain to the financial services sector (i.e.: GLBA, BSA, AML, OFAC).

- Developed and implemented the first corporate-wide policy and procedures, establishing a sustainable third-party compliance privacy framework;
- Evaluated standard operating procedures to ensure the application of appropriate compliance measures; providing corrective measures as required;
- Analyzed third-party relationships implementing a privacy threshold tool and establishing a compliance framework;
- Built knowledge and awareness, fielding privacy questions and concerns raised by all levels of associates to ensure compliance with laws and regulations;
- Manager – Due Diligence Program, assessing prospective third-party relationships to identify and mitigate risk related to data sharing;
- Appointed Capital One Board Member with the Virginia Minority Supplier Diversity Council to build relationships with potential third-party service providers and communicated pre-engagement requirements;
- Recipient of Circle of Excellence Award.

## BAR MEMBERSHIP

**District of Columbia**, admitted January 2019

## EDUCATION

**Indiana University Robert H. McKinney School of Law**, Indianapolis, IN May 2018  
**Juris Doctor, 3.0/4.0**

- Robert G. Staton Moot Court Competitor
- Deans List, Fall 2017
- Black Law Students' Association, Executive Board

**Howard University**, Washington, D.C. May 2015

**Bachelor of the Arts**, English and Political Science

- Martin Luther King Jr Youth Legacy Award Recipient

## EXPERIENCE

**Dauntless Discovery**, November 2018- Present

Project Attorney, Cincinnati, OH

- Examined confidential documents for the presence of sensitive personal information
- Analyzed data for client to determine whether a security breach occurred and personal information was compromised
- Engaged heavily with the General Data Protection Regulation (GDPR) and the Family Educational Rights and Privacy Act (FERPA)

**Mark R. Waterfill, Attorney at Law, P.C.**, August 2017-May 2018

Law Clerk, Indianapolis, IN

- Drafted complaints, motions, affidavits, demand letters and settlement agreements on behalf of clients
- Engaged in contract disputes, negotiations, mediations and arbitration regarding employment and collective bargaining
- Reviewed company policy handbooks in preparation for litigation and to determine case strategy
- Counseled clients and managed all case files and filing deadlines

**Indiana Court of Appeals, Judge Rudolph Pyle**, Summer 2017

Law Clerk, Indianapolis, IN

- Wrote memorandum opinions for both civil and criminal matters
- Reviewed opinions and provided feedback for several judges on the Court
- Observed the scope of the judicial decision process and the role of the judiciary

**Indiana Department of Labor**, January 2017 - May 2017

Legal Extern, Indianapolis, IN

- Engaged heavily with both state and federal labor law and OSHA
- Assisted in mediation and arbitration meetings by reviewing employment contracts
- Communicated compliance standards to clients and aided in the creation of compliance reports
- Brought cases before the adjudicating body for a determination on the merits

**National Collegiate Athletic Association (NCAA), Office of the Committees on Infractions**

August 2016- December 2016

Legal Extern, Indianapolis, IN

- Created compliance reports for member institutions on probation
- Ensured member institution compliance based upon NCAA's policies and guidelines
- Edited and evaluated decisions from the adjudicative governing body
- Assisted in the revision of policy guidelines for the organization

**Blank Rome LLP, *Summer 2016***

Law Clerk, Cincinnati, OH

- Reviewed various confidential documents including contract agreements, employment contracts, insurance policies and medical records to understand the scope of the matter and develop a case strategy
- Created case analyses and developed litigation templates for large scale class action matter
- Researched case precedent and federal statutes concerning federal employment and labor laws

**U.S. District Courts for the Southern District of Ohio, Chief Judge Susan J. Dlott, *Summer 2012***

Legal Intern, Cincinnati, OH

- Engaged in legal research and reviewed cases
- Prepared legal memorandums and briefed cases for the Judge's consideration
- Participated in the decision process and settlement meetings

## EDUCATION

**Marymount University, Arlington, VA**  
**B.A. Paralegal Studies and Paralegal Certificate - May 2014**

## EXPERIENCE

**Department of Justice, Civil Division/Excalibur Staffing-CACI, Washington, DC** **October 2016- Current**  
**Legal Assistant (40 hours a week)**

Open and close cases, bate stamp, search for documents and docket reports using Courtlink, Caseview, and Superior Court, edit documents, mailing, Electronic Court Filings using PACER and CaseFile Express and Paper Court filings. Docket related work, Trial Prep, Organizing and Cataloging. Light Drafting (Mainly Motions for Extension of Time, Notices of Deposition, Disclaimers, Substitutions, Notice of Appearance, Notice of Withdrawal, Subpoenas), Court Reporter and Process Server Arrangements, Office Duties: scan, copy, file, ect.

**Department of Justice, Antitrust Division/ Wits Solutions-Deloitte, Washington, DC** **December 2015- Sept 2016**  
**Document Reviewer (40 hours a week)**

Review documents pertaining to multiple national health insurance companies to determine important and useful information to a particular case and record the information into Relativity 8. Light research of websites for public documents including news articles, SEC filings and related academic papers. Create documents with summarized findings including relevant information, screenshots and quotes.

**Robert Half Legal /J.P. Morgan and Chase, Washington, DC** **June 2015 – August 2015**  
**Document Reviewer (40 hours a week, some overtime)**

Research and locate mortgagers electronic case files using PACER. Recorded any problems where sensitive information was not properly redacted using Relativity 9 and Adobe Pro 11.

**Marymount University Bookstore** **December 2009 – December 2015**  
**Barnes & Noble College, Arlington, VA**  
**Bookseller, Cashier – Part Time (hours vary 8-40 hours a week)**

Saved the company money by tracking expiring items, verify illegal editions for textbooks, place orders for textbooks, organize and restock items, answer phones, assist customers, process deliveries, billing, filing, cashier, and general office duties.

**Whitman-Walker Clinic, Washington, DC** **April 2014 - May 2014**  
**24-hour-Pro-Bono-Service Volunteer**

Closed cases with Legal Server and filed medical debt notifications. Filing and Reorganizing.

**District of Columbia Nurses Association, Washington, DC** **May 2013 - August 2013**  
**Intern, Employment Law (25 hours a week)**

Supported attorney, office staff and Legislative Liaison. Created a successful PowerPoint presentation for their annual seminar. Proofed and helped created their seminar manual. Performed legal research, prepped cases for disciplinary actions, grievances and dismissal claims; screened documents for relevance, organized evidence and exhibits for cases. Attended mediations and negotiation proceedings, prepared contract corrections, contract summaries, and performed general office duties.

**Marymount University, Reinsch Library, Arlington, VA** **September 2008 - December 2011**  
**Cataloger, Cataloging and Acquisitions (10-20 hours a week)**

Prepared books for entry into catalog database and proofed new books for printing errors and misspellings. Process and updated pocket parts for the legal reference books and processed periodicals. Update shelves with the new editions, file, created posters and flyers to display new policies, resources, monthly targeted programs, book collections, and general office duties.

**State Attorney General's Office, Rockville, MD**  
**May 2007**

**December 2006 -**

**Intern, Criminal Law-Drug Offenses Division (10- 20 hours a week)**

Filed documents with the court, maintained updated files, contacted attorneys for client and offender referrals. Referred attorneys and client/offenders to IPSA Program (Intervention Program for Substance Abusers). Maintained and updated referrals.

**Law Office of Spirer and Goldberg, Bethesda, MD**  
**May 2006**

**September 2005 -**

**Intern, Business and Non-Profit Law (10-20 hours a week)**

Filed documents with the court; completed financial transactions with cash and credit card. Made bank deposits, maintained and updated billing files, reorganized and updated client files. Maintained client database, updated law firm's website, and some telephone duties.

**SKILLS/APPLICATIONS:**

- \* Microsoft Office: Word, Excel, PowerPoint, Aladdin Catalog, Voyager, and UPS Worldship
- \* Relativity 8 and 9, PACER (Public Access to Court Electronic Records), Adobe Pro 11
- \* Legal Server, CaseFile Express, Courtlink, Caseview,

## **B. – Past Performance**

Ardelle presents three (3) relevant past performance experiences (worked in last 3 years) providing FOIA support. **All three of past performances** have been reported to the Contractor Performance Assessment Reports System (CPARS). Federal government clients rate the service of their contracting firms in six areas as **exhibit B.1** illustrates. Ardelle has received Exceptional or Very Good on all categories in CPARS.

***Exhibit B.1 CPARS Ratings***

CPAR Evaluation Ratings	Department of Interior/OSOL/ITLO	Department of Interior/Solicitor Wide	Department of Justice/Criminal Division
Quality of Services	Exceptional	Exceptional	Very Good
Schedule	Very Good	Exceptional	Not Applicable
Cost Control	Very Good	Exceptional	Not Applicable
Management	Very Good	Exceptional	Exceptional
Utilization of Small Business	Very Good	Not Applicable	Not Applicable
Regulatory Compliance	Not Applicable	Not Applicable	Very Good

**B.1 Department of Interior/OSOL/ITLO**

<b>Contract Title:</b>	Indian Trust Litigation Office (ITLO), Litigation Support
<b>Place of Performance</b>	Lenexa KS & Washington DC.
<b>Contracting Agency</b>	<b>Dana L Price</b> Contracting Officer Acquisition Services Directorate Herndon, VA <a href="mailto:dana_price@nbc.gov">dana_price@nbc.gov</a> (703) 964-3563
<b>Tech. Rep. / COR:</b>	<b>Dondrae N. Maiden</b> Attorney-Advisor Office of the Solicitor, Indian Trust Litigation Office United States Department of the Interior 1849 C. Street, NW, MS 7357, Washington, DC 20240 Phone: (202) 208-6996
<b>Contract Number:</b>	IDIQ-D1OPD40044/W2100648
<b>Type of Contract:</b>	Labor Hours
<b>Contract Value:</b>	\$8,185,000 – base plus 4 option year \$1,430,841.60 – 09/16/2015- 06/15/2017
<b>Period of Performance:</b>	March 2010 – June 2017
<b>Scope of Work:</b> <p>Ardelle provided support to the Department of Interior in the largest class-action suit ever filed by Native Americans against the federal government. Ardelle's paralegals were deployed to record repositories to assist reviewing documents to be produced for discovery requests. Tasks include evaluating documents, both physical and electronic, for attorney-client privilege and Indian Trust cases that are potentially protected from discovery, and are subject to the Indian Minerals Act.</p> <p><b>Legal Analysis and Research.</b> Ardelle's team of paralegal (10-20) provided FOIA support and legal analysis to include research regarding responsiveness to the question or issue at hand, i.e., privilege, confidentiality, or other protected information (e.g., attorney-client privilege, attorney work product privilege, deliberative process privilege, the Trade Secrets Act (TSA), <b>the Privacy Act</b>, the Indian Mineral Development Act (IMDA), and the Surface Mining Control and Reclamation (SMCRA).</p>	

**B.2 United States Environmental Protection Agency/Region 10**

<b>Contract Title</b>	Bristol Bay FOIA Paralegal Support
<b>Place of Performance:</b>	Seattle, WA
<b>Contracting Agency</b>	<b>Koni Fritz</b> Contracting Officer EPA <a href="mailto:fritz.koni@epa.gov">fritz.koni@epa.gov</a> (913) 551-7975
<b>Tech. Rep. / COR:</b>	<b>Margo Young</b> Project Manager U.S. EPA Region 10 Seattle, WA <a href="mailto:Young.margo@epa.gov">Young.margo@epa.gov</a> Phone: (206)555-1287
<b>Contract Number:</b>	GSA07F0005N EPG15700251
<b>Type of Contract:</b>	Firm Fixed
<b>Contract Value:</b>	\$168,192
<b>Period of Perf.</b>	09/21/2015-10/13/2016
<b>Scope of Work:</b> Ardelle is performed legal and FOIA support for a large EPA law suit. <ul style="list-style-type: none"> <li>• <b>Task 1.</b> Ardelle ensured complete understanding of the statutory, regulatory, policy, and procedural requirements for FOIA responses and potential requests for production of documents.</li> <li>• <b>Task 2.</b> Ardelle reviewed documents for responsiveness, certain privileges (e.g., attorney work product and attorney client privilege,), PII/SAI (Personally Identifiable Information and Sensitive Agency Information) and propose appropriate redactions using the Relativity software.</li> <li>• <b>Task 3.</b> Ardelle recommended ways to improve the effectiveness and efficiency of the process review and production.</li> </ul>	

### B.3 Department of Justice (DOJ)/Criminal Division

Contract Title:	FOIA/Privacy Act Support
Place of Performance	Washington DC.
Contracting Agency:	<b>Brandon Marshall</b> Contracting Officer 1400 New York Avenue N.W. Suite 5422 Washington, DC 20005 <a href="mailto:Brandon.Morrison@usdoj.gov">Brandon.Morrison@usdoj.gov</a> 202-305-1207
Contract Number:	GS07F0005N DJJ15F01CRMN0156
Type of Contract:	Labor Hours
Contract Value:	\$550,872
Period of Performance:	04/13/2015-09/28/2022

#### Scope of Work:

This is an active contract to provide DOJ/CRM contract attorney support to assist in clearing a substantial backlog of FOIA requests. **All personnel performing this work are attorneys.**

Our contract attorneys are tasked with:

- Properly interpret requests for information, with an ability to determine the scope and identify the Criminal Division sections likely to maintain responsive records.
- Coordinate searches and concurrences with Criminal Division sections, and independently conduct consultations and referrals with other agencies on documents containing their equity.
- Review records for responsiveness and process responsive records. Independently apply substantive knowledge of statutory and regulatory requirements of the Freedom of Information Act, Privacy Act (PA) of 1974, Executive Orders, and Department/Division/Unit policies concerning Criminal Division records by accurately applying statutory exemptions and/or exclusions. Produce quality results with attention to detail and complete assignments within established deadlines.
- Draft reports, responses, and briefings on FOIA/PA matters.
- Draft correspondence including acknowledgment letters, response letters, and other correspondence pertaining to requests.
- Analyze and evaluate issues and provide accurate advice, guidance, or information that comports with applicable rules, regulations, and law in a timely manner.
- Work cooperatively with officials both inside and outside of the Criminal Division to gather responsive records or other necessary assistance.

**National Labor Relations Board**

**Legal Support Service for Agency Rulemaking**

**Volume II Pricing**

**March 15<sup>th</sup>, 2019**

**Request for Quote**

**Attn: Delfina St Clair**

**Delfina.st.clar@nlrb.gov**

**By:**

**Ardelle Associates, Inc.**

**Art Forcey, Vice President**

**aforcey@ardelle.com**

**7002N Little River Turnpike**

**Annandale, VA. 22003**

**DUNS: 18-118-5570**

**Verified Veteran-Owned Small Business**

**Cage Code: 1CUX3**



**Ardelle Associates**  
*Bringing Efficiency to the Government*



**Volume II Pricing     2**

## Volume II Pricing

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### Submitted By:

- Ardelle Associates Inc. (Verified Veteran Owned Small Business)
- GSA Contract #: GS-07F-0005N
- Fed Tax ID: 54-1385814
- DUNS: 18-118-5570
- Cage Code: 1CUX3
- Contact Name: Art Forcey, Vice President of Operations; PM
- Contact Phone Number: 703-518-9960 9 (o); 703-966-2254 (m)
- Contact Fax Number: 703-642-2928; F 703-642-2928
- Contact Email Address: aforcey@ardelle.com
- Mailing Address: 344 Commerce Street, Alexandria, VA. 22314

### Pricing Schedule and Period of Performance

Ardelle's pricing provides the National Labor Relations Board with significant cost savings.

CLIN	Position/GSA schedule labor category	GSA Schedule Rate	NLRB Discount	NLRB Rate
001	Law Clerk I/ Paralegal II	\$47.34	Proprietary information	Proprietary information
001	Paralegal/ Paralegal II	\$47.34	Proprietary information	Proprietary information

Ardelle's submitted pricing worksheet provides monthly costs to NLRB for one law clerk I and one paralegal for a based period of 4 months and an option period of 6 months. Per the questions and answers, Ardelle understands award will not exceed 160 hours per month per person.

Vendor Name:	Ardelle Associates Inc.
GSA Schedule No.:	GS-07F0005N

Legal Support Services for Agency Rulemaking		BASE PERIOD				OPTION 1				TOTAL
PERFORMANCE PERIOD:		Award - 4 Months				Up to 6 Months				
CLIN	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT	QTY	UNIT	UNIT PRICE	AMOUNT	
X001	Law Clerk I	4	Months	Proprietary information	Proprietary information	6	Months	Proprietary information	Proprietary information	Proprietary information
X002	Paralegal	4	Months	Proprietary information	Proprietary information	6	Months	Proprietary information	Proprietary information	Proprietary information
TOTAL					\$56,166.40	TOTAL			\$84,249.60	\$140,416.00

#### NOTES:

- 1) Pricing Schedule Worksheet (Tab 1): All entries in this worksheet are automatically calculated; the Offeror's total price of this task order is automatically calculated in Column N, Row 10.
- 2) Worksheet (Tab 2): Entries should only be made in those cells highlighted in Orange; all other entries are automatically calculated in the worksheet.